

Building Permits are Required for the Construction of:

- any detached building over 107.64 ft² / 10 m²
- any structural alterations, additions, demolitions or layout changes
- any construction that will result in a change of use for the building or portion of the building

Application Requirements:

1. **Licensing and Consumer Services** documents, including Owner Builder Authorization, Owner Builder Authorization Exam and New Home Registration Forms – required for new single family and duplex dwellings. For information and documents, contact their office at 1.800.407.7757, fax 1.877.476.6657, email: licensinginfo@bchousing.org or www.bchousing.org.
2. **Two complete sets of plans** to scale 1/4" = 1' showing the specifications of the building. Provide lot coverage and gross floor area. Include floor plans, cross-sections, and all the elevations. Include exterior wall heights, elevation of garage slab, main floor height, seismic design, roof peak and curb elevation at entry of driveway. Point loads are to be included wherever the load exceeds 2000 pounds. The load path must be shown down to the foundation. Paper plans are required to be on plain white paper (no graph paper) and drawn in dark blue or black ink. One set will be returned to you.
3. **Two copies of the site plan to scale** 1/16" = 1' (or 1cm = 1m), showing the dimensions of the parcel on which the building is to be situated. Include setbacks and locations of all existing and proposed buildings, with decks and cantilevers shown. Include the location and the dimension of the driveway and any right-of-ways (ROW), easements or covenant areas. *Please provide an additional copy of the site plan on 8 1/2 x 11 paper.
4. **Proof of Property Ownership** – current copy of Title Search (**30 days old or less**) including copies of any covenants, easements and/or statutory rights-of-way.
5. **Appointment of Agent** document is required when the applicant is not the owner of the land. The document must be signed by the owner(s).
6. **Business License** valid in North Cowichan is required for builders, contractors and developers.
7. **Notice of Filing for Sewage System** and other health requirements (if applicable) from the Vancouver Island Health Authority. Contact 250.737.2010 for more information.
8. **Truss Layout** from a truss manufacturer and manufactured floor joist and engineered beam layouts (if factored loading used) from the suppliers with all point loads including end reactions.
9. **Ventilation Design** must include a Ventilation Checklist form (provided by the mechanical designer or heating contractor) if applicable.
10. **Application for Highway Access Permit (Bylaw 2261).**

Once you have gathered all applicable supporting documents and are ready to apply for your permit, ***please call 250.746.3104 to arrange an appointment*** to see a Building Inspector. During this appointment, your Building Permit application will be reviewed for completeness to ensure it is ready to be processed.

Documents and forms identified in this guide can be found on our website at www.northcowichan.ca under the I WANT TO tab and clicking Apply For, Building Permit, or by attending the Development and Engineering Division office located at 7030 Trans-Canada Highway, Duncan.

NO DOCUMENT WILL BE ACCEPTED PRIOR TO PERMIT APPLICATION BY FAX, MAIL, HAND DELIVERY OR ANY OTHER MEANS

Confirm the requirements of your lot with the Planning and Building Departments to determine zoning, use, setbacks and other regulations. For further information, refer to "Zoning Bylaw 1997, No. 2950".

Construction in some areas of North Cowichan is affected by steep slopes, fill, bodies of water and other geotechnical concerns and may require geotechnical and structural engineering design and supervision.

Every Permit is issued upon the following conditions:

- The work must be started within six months from the date the permit is issued;
- The work must not be discontinued or suspended for a period of more than one year; and

The work must be completed within two years from the date the permit is issued. The permit will not be renewed. You may apply for a new permit if the work is not completed in this time.

Charges: Fees are subject to change and this is not a comprehensive list - See "Fees Bylaw No. 3603"

Building Permit	Construction Value
New 1 and 2 Family Residential Construction	Per square foot of Gross Floor Area
Main floor with full basement	\$150.00
Main floor with crawlspace	\$130.00
Main floor slab on grade	\$125.00
Second floor	\$110.00
Finished basement	\$44.50
Finished garage – attached or detached	\$52.50
Unfinished garage – attached or detached	\$44.50
Carport – attached or detached	\$27.50
Deck	\$30.00
All Other Construction	
Value not exceeding \$5000	\$100.00
Value between \$5000 and \$100,000	\$100.00 for the first \$5000 (add \$10 per \$1000 over \$5000)
Value over \$100,000	\$1050.00 for the first \$100,000 (add \$7 per \$1000 over \$100,000)
Permit to move building	Based on the above fees
Demolition of building or structure	\$100.00
Re-inspection	\$50.00
Sign permit	\$175.00
Building permit application refund (if no inspections done)	70%
Construction without a valid permit	Double the applicable fees

This guide is intended for reference only. In the event of a discrepancy between the information in this handout or a requirement of an applicable bylaw, the Bylaw requirement takes precedence. For further information or assistance, please contact the Building Department Monday to Friday during regular business hours by phone at 250.746.3104 or email: building@northcowichan.ca.